

## Section 3

### POS Proposal Application Instructions

*Text that is in italics with a border/box such as this are instructions/guidelines for state purchasing agencies and **should not be included in the RFP**.*

*If a section is not applicable to an RFP, delete the instructions below the section title and enter “This section is not applicable to this RFP.” Do **not** delete the entire section.*

*State purchasing agencies may add additional instructions, as applicable.*

#### General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant’s score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO Website (for the website address see the Competitive POS Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

#### The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

## **I. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

## **II. Experience and Capability**

### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

### **B. Quality Assurance and Evaluation**

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

### **C. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

### **D. Facilities**

*Reminder: If this section is not applicable to the service, state purchasing agency should delete the instructions below and enter "Not Applicable to this RFP."*

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

## **III. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**B. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

**C. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

**D. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the POS Proposal Application.

**IV. Service Delivery**

The Service Delivery Section shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

*Each state purchasing agency shall include their own service activities and management requirements from Section 2 for which a detailed discussion of the applicant’s approach is warranted, including (as applicable) requirements for work plans relating to all major service activities and tasks to be completed, related work assignments/responsibilities, and timelines/schedules, as appropriate. (A workplan form unique to program requirements may be included as an attachment)*

*The output, and outcome/performance measurement tables/forms, if utilized, should be addressed in this section by each State purchasing agency. These tables/forms can be inserted at the end of Section 3 with instructions and shall become a part of the POS Proposal Application format. Blank Forms (to be completed by the applicant) may be placed in Section 5, Attachments.*

## V. Financial

### A. Pricing Structure

Applicant's shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

*State purchasing agencies are strongly encouraged to include **one** pricing structure for each service activity. Below is suggested language to be used when utilizing any of the following pricing structures. Including all pricing structures and allowing applicants to select one is **not** recommended.*

#### **Pricing Structure Based on Cost Reimbursement**

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

#### **Pricing Structure Based on Negotiated Unit of Service Rate**

In order to determine a price (unit rate) for a unit of service, the applicant and state purchasing agency negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity.

#### **Pricing Structure Based on Fixed Unit of Service Rate**

If a state purchasing agency is utilizing a fixed rate pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of the maximum number of service units it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff).

#### **Pricing Structure Based on Fixed Price**

If a state purchasing agency is utilizing a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff).

*The state purchasing agency shall specify the title(s) and form number(s) of the appropriate budget forms they will require from applicants in order to review the cost proposal.*

*For some forms, the state agency must include special instructions as there a number of methods an applicant could utilize to complete them. The instructions are available on the SPO website on the "Procurement Forms and Instructions for State Agencies" page. There is space on each instruction page for a purchasing agency to add special instructions.*

*Special instructions must be included if requiring the following forms:*

*SPOH-205A Organization-wide Budget By Source of Funds*

*SPOH-205B Organization-wide Budget By Programs*

*State purchasing agencies special budget instructions should refer to any special budget instructions (such as for Form SPO-H-205A or SPO-H-205B) in this section, and include them in Section 5, Attachments of the RFP.*

All budget forms, instructions and samples are located on the SPO website (see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the POS Proposal Application:

*The state purchasing agency shall specify the title(s) and form number(s) of the appropriate budget forms they will require from applicants in order to review the cost proposal. If no forms are required, indicate so.*

## **B. Other Financial Related Materials**

*Optional to state purchasing agencies - delete this section if not applicable.*

### **1) Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application (may be attached):

*Each state purchasing agency may designate the appropriate document(s) it requires from the applicant, e.g. most recent financial audit, in order to make a determination as to the adequacy of an applicant's accounting system.*

*If requiring a tax clearance at the time of proposal submittal. enter the following language in this section.*

### **2) Tax Clearance Certificate (Form A-6) -**

*An original or certified copy of a current, valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.*

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.